Basic Wiki Instructions

To upload a file:

1. Click “Edit” in the upper right hand corner.
2. In your toolbar, click “File”
3. If the file is not already uploaded, click “Upload File”
4. Browse to find the file you want to upload, click “Open” when it is selected.
5. Click on the file, click embed.
6. Click “Save” in the Wiki toobar.

To embed a video:

1. Click “Edit” in the upper right hand corner
2. In the toolbar, click “Widget”
3. In the window that opens, click “Video” in the upper left corner
4. Select the video host A window will open that wants embed text.
5. In another tab, go to the video you want (the page in youtube), and hit the “embed” button under the video
6. Select (highlight) the embed text and copy it
7. Paste the embed text into the window in your wiki.
8. Hit “save”
9. Save in your toolbar as well

To embed a link to another webpage:

1. Click “Edit” in the upper right hand corner
2. In the toolbar, click “Link”
3. Select “External link”
4. Type in what you want the link on the wiki to say
5. In another tab, go to the webpage you want to link to
6. Copy the URL (the webpage address up at the top of the window)
7. Paste the URL into the “Address” bar in the window in your wiki

To create a list of pages (links) on a webpage:

1. Click “edit” in the upper right hand corner
2. In the toolbar, click “Widget”
3. On the list of widget options, click “List of pages”
4. Make sure that the pages that you want on the list have the appropriate tags \*
5. Type in the tag that you want to designate the pages

\* If you want to add a tag to a page (in order to add it to a list of webpages),

1. Go to “Manage Wiki”

2. Click on the page that you want to add to the list

3. Click on “edit tags”

4. Add the appropriate tag for the list of pages.